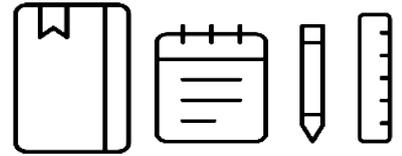




# Bid Writer Role



This role is all about preparing applications which will help us secure funding. Funding is an area which contributes to keeping us sustainable so it is important for us to secure funding throughout the year.

The role includes, researching, writing, editing, inputting information for applications.

Research includes searching for funding programmes which our organization is applicable for, they must fit in with our ethos and social values. The other form of research is looking for statistics which help support our need for our services.

Writing includes drafting up answers to questions on applications ensuring we showcase and demonstrate our aims clearly whilst meeting the word count.

Editing includes reviewing previous applications and making amendments to strengthen future applications.

Inputting information includes putting relevant basic information into applications i.e. address, contact numbers emails etc

## What skills do I need?

You will need the ability to stick to strict word counts, whilst being able to convey our message. You will need to be organised and reliable as we will need you to help us meet our deadlines.

You will need to be proactive and use your initiative whilst completing applications. We are looking for a volunteer with the following characteristics:

- Reliable
- Organised
- An effective communication style
- Willingness to learn about BAME communities in the UK

## What will you gain?

You will gain real experience working for a fast paced social enterprise  
You will learn how to fully use social media platforms  
You will gain experience in how social media campaigns work  
You will gain marketing experience



## Training and support

You will be given full training on our database's which we use  
You will be supervised throughout your volunteering experience  
You will be offered to go training courses throughout the year  
You will be given feedback/ coaching throughout your volunteering  
You will be given induction training to get you up to speed

